

DEVELOPMENT REVIEW SUBDIVISION APPLICATION SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. All items with a bold underlined space (i.e.,) must be submitted before the application will be considered “**Counter Complete**.” All items with a box to the left must be submitted before the application will be determined “**Fully Complete**.” All bulleted items must be submitted, as applicable, but are not a “Fully Complete” requirement. **(Note: The Pre-Application Conference Report will indicate any additional/exempted submittal requirements).**

At the time of application, only **one copy of the main submittal** with original signatures, **shall be submitted and bound by a jumbo clip or rubber band**. One copy of any **special studies** (e.g., wetland, floodplain, etc) **shall also be submitted but bound separately**.

Once the original application contains all the required information, the applicant will be contacted to submit additional copies of the main submittal and any special studies with revisions.

1. **COVER SHEET AND TABLE OF CONTENTS** - Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.
2. **APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.
3. **APPLICATION FEE** - The required fee for Subdivision shall accompany the application. The check is to be made payable to "Clark County Community Development".
4. **PRE-APPLICATION CONFERENCE REPORT** – A copy of the “Pre-Application Conference Report” must be submitted.
5. **DEVELOPER’S GIS PACKET INFORMATION**
A copy of the “Developer’s GIS Packet” shall be submitted with the Subdivision application submittal. This packet is available from the Dept of GIS, Public Services Center, 1300 Franklin Street, 2nd Floor, Vancouver, WA for **\$30.00**, and must be ordered [(360) 397-2375 ext. 4082] at least 24 hours prior to pickup. The packet includes the following:
 - General Location Map
 - Property Information Fact Sheet
 - Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
 - Elevation Contours Map
 - Photography Map
 - Photography Map with Contours